

**FRESNO, CALIFORNIA
CLASS SPECIFICATION**

SUPERVISING CRIME SCENE TECHNICIAN

FLSA STATUS:

Non-Exempt

CLASS SUMMARY:

The Supervising Crime Scene Technician is the third level in a three level Crime Scene Technician series. Incumbents are responsible for supervising employees and crime scene collection activities on an assigned shift.

The Supervising Crime Scene Technician is distinguished from the Senior Crime Scene Technician by its first-line shift supervisory responsibilities.

TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)

**FRE-
QUENCY**

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| 1. | Supervises Crime Scene Technician staff to include: prioritizing and assigning work; conducting performance evaluations; ensuring staff are trained; ensuring that employees follow policies and procedures; maintaining a healthy and safe working environment; and, making hiring, termination, and disciplinary recommendations. | Daily
15% |
| 2. | Supervises day-to-day crime scene activities and operations associated with the identification, collection, and analysis of evidence, which includes: planning, coordinating, administering, and evaluating projects, processes, procedures, systems, and standards; developing and coordinating work plans; analyzing statistics and trends; participating in the development of goals and objectives; and, ensuring compliance with applicable Federal, State, and Local laws, regulations, codes, and/or standards. | Daily
20% |
| 3. | Supervises and participates in conducting crime scene investigations, which includes collecting and preserving evidence, operating photographic equipment to document scenes, processing evidence for latent prints, and performing other related activities. | Daily
20% |
| 4. | Reviews, prepares, and approves reports <u>and documents</u> detailing results of crime scene investigations. | Daily
15% |
| 5. | Supervises and participates in processing prisoners by taking fingerprints and photographs and collecting and entering demographic information; reviews arrest tags and charges; files documents utilizing prescribed methodologies. | Daily
10% |
| 6. | Participates in/on a variety of meetings, committees, and/or other related groups to receive and convey information. | Weekly
10% |

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TYPICAL CLASS ESSENTIAL DUTIES: (These duties are a representative sample; position assignments may vary.)		FRE- QUENCY
7.	Supervises and participates in the maintenance of appropriate inventory levels, requisitioning supplies, equipment, and materials to ensure availability in support of efficient and effective operations, including processing invoices for payment.	Weekly 5%
8.	Reviews, analyzes, and performs latent finger/palm print comparisons and classifications.	Weekly 5%
9.	Testifies or appears in court.	Daily 5%
10.	Performs other duties of a similar nature or level.	As Required

Deleted: 9

Training and Experience (positions in this class typically require):

- Five years of increasingly responsible experience as Crime Scene Technician is required;
OR
- An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licensing Requirements (positions in this class typically require):

- Basic Class C License

Knowledge (position requirements at entry):

Knowledge of:

- Supervisory principles and practices;
- Basic criminology or forensic evidence principles and theories;
- Office procedures, principles, practices and equipment;
- Photography principles and related equipment including photographic processing;
- Automated fingerprint classification systems;
- Latent finger and palm print identification and processing practices, methods and equipment;
- Applicable tools and equipment utilized in assigned area or responsibility;
- Community and public relations principles and practices.

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Skills (position requirements at entry):

Skill in:

- Monitoring and evaluating the work of subordinate staff
- Priorizing and assigning work; detail oriented and ability to multi-task
- Training employees in proper work methods
- Operating a variety of equipment and systems utilized in crime scene processing activities;
- Using computers and applicable software applications
- Processing crime scenes and collecting, developing, and analyzing evidence
- Rolling Fingerprints
- Prepare and proofread clear, concise, and comprehensive reports, records, and other written documents
- Taking photographs
- Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, business, organizations, elected and appointed officials, media, etc. sufficient to exchange or convey information, give/receive work direction

Physical Requirements:

Positions in this class typically require: feeling, finger dexterity, grasping, hearing, repetitive motions, seeing, talking, bending, kneeling, lifting, reaching, standing, stooping, walking, balancing, climbing, crawling, crouching, pulling and pushing.

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

Incumbents may be subjected to moving mechanical parts, electrical hazards, vibrations, fumes, odors, dusts, poor ventilation, adverse weather conditions, environmental hazards, gasses, chemicals, oils, work space restrictions, inadequate lighting, intense noises, travel and blood and bodily fluids.

Incumbents may be subjected to adverse and/or unfriendly individuals or crime scenes including decomposing bodies and autopsies.

Note:

The above job description is intended to represent only the key areas of responsibilities; specific position assignments will vary depending on the business needs of the department.

Classification History:

Draft prepared by Fox Lawson & Associates (LM)

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